**APPENDIX A - Advising Policy (September 2021)**

Faculty are responsible for course, program, and vocational advising and are expected to establish advising relationships with students in a pro-active manner to guide students through their CTS journey.

**General Advising Policy**

1. For most degree programs, new students will be assigned advisors by the Registrar before each term begins. They will weigh the number and nature of advising assignments for best fit and load parity, consulting with the Dean when necessary.
2. Ph.D. students are assigned an initial advisor in consultation with the PhD committee. The advisor agrees to take them on before they are admitted.
3. MA and STM students, as well as MDiv students who express a particular vocational or academic interest are assigned, when possible, to a faculty advisor who has expertise in the field.
4. D.Min in Preaching students are assigned to the CTS faculty director of the program.
5. The Registrar serves as advisor for SAL, DS and Certificate students.
6. The Registrar will notify faculty regarding their list of advisees at the beginning of every extended term, and when there are changes.
7. First semester course advising is usually done by the Registrar; students in the Bayan program should also consult with the Bayan dean. Subsequent semesters are done by the assigned advisor, although the Registrar is available to assist when needed.
8. Advisors can access information about a student’s program of study via Campus Cafe. The Registrar can assist faculty with difficulties in locating necessary information.
9. Although the shape of the advising conversations will vary by degree program, during regular advising conversations, advisors should attend to these basic topics as needed:
	1. Progress toward degree/course of study
	2. Vocational discernment
	3. Whether the student wishes to pursue a concentration and if it is feasible in light of the student’s interests and ecology of courses taken.
	4. Student well-being; academic issues and concerns.
	5. Ongoing development of the student’s major academic projects, e.g. the MDiv portfolio, the MA/STM thesis.
10. Students should learn what terms their advisor will be in residence and plan to communicate during those terms only, except in emergency.
11. During faculty sabbaticals, interim advisors will be appointed by the Registrar for Masters-level students; the Registrar will notify both faculty and students of the interim arrangements in advance of the term.
12. Students should meet individually with their advisors in advance of 3 key assessment points: 4-Course Review (all students), Middler Review (MDiv), and Portfolio Capstone (MDiv). Each fall, advisors will be notified by the Registrar which of their advisees are coming up for review that academic year; faculty should reach out to invite students to schedule the necessary meetings, noting which terms they are in residence for the year.
13. Advisors will touch base with all of their advisees during each extended term when the faculty member is in residence. They should indicate their availability for course, program, and vocational advising.
14. While students are able to consult with their advisors about course selection, they are automatically authorized to self-enroll once the registration period begins. The Registrar is also available for course advising if necessary.
15. If students are carrying an outstanding balance (or are behind on their payment plan), they are ineligible register until the matter is resolved. Faculty are not responsible for communicating with students about finances, but it is helpful to understand that this might be the reason a student does not clear to register.
16. Advising around MDiv Field Placements and CPE should be directed to the Director of Theological Field Education or Field Placement Assistant.
17. The Registrar’s support is available in person, via telephone and online. Numerous instructional guides are available on the Registrar’s webpage and in the Faculty Canvas course.
18. Changes in advising assignments are made by the Registrar in consultation with advisors, potential advisors and students, consulting with the Dean when necessary.